

FORMAL LETTER 8

You should look at the webpage on the next page and study the information carefully to write your email.

Your school is organising a sports festival. As the head prefect, you have been tasked to think of ways to make the sports festival more exciting than the previous year's. A vendor, Sports for Life, is providing activities that are suitable for the sports festival.

Send an email to the director of Sports for Life stating:

- two activities that are suitable for the sports festival as stated in the webpage and any queries you have about them
- another activity that is suitable for the sports festival that is not stated in the webpage
- how important the activities will be to the success of the sports festival

Write your email in clear, accurate English and in a clear and formal tone to express your views to the vendor.

You should use your own words as much as possible.

Sports for Life

We have been organising sports events for schools and corporations for the past ten years. Here are some of our more popular events.

Obstacle race

Do you have what it takes to be crowned the toughest? Featuring more than 10 obstacles that you can run, climb and crawl through, this obstacle race will be one of the most exciting races you've ever had!

Group coaching for basketball, table tennis, badminton, football and hockey

These classes will run simultaneously so each participant has to select just one sport. Classes are suitable for beginners. Advanced classes are available at Sports for Life academy.

Sports Safety

Learn how to avoid sports injuries and how to deal with dehydration and sports injuries such as sprains. A basic first aid course will be included in this lesson.

Benefits of sports in having a healthy lifestyle

Playing sports is a good way to lead an active life. Learn about the fun and interesting ways to lead a healthy lifestyle.

Movie Screening

Screening of popular sports related movies to generate interest in sports. A list of movies is available. Up to a maximum of three movies can be selected.

Sale of the latest sports equipment

The latest equipment for your favourite sports such as basketball, badminton, swimming and more will be available at specially discounted prices.

Dear Sir/Madam

My school will be holding our annual sports festival this July and we are keen to find out more about the activities provided by your company Sports for Life. On behalf of my school, I would like to find out more about the talk on sports safety and the talks on the benefits of sports.

According to your company's webpage, the talk will be on avoiding sports injuries and how to deal with **dehydration**. These are highly useful for our students as many of them are **prone** to sports injuries which will then prevent them from playing the sports for **extended** periods of time. I understand that there will also be a first aid course **incorporated** in the talk. Many of our students are keen to learn first aid and what they should do in the event of minor injuries both when playing sports and in their daily activities. Will there be any hands on practice for the students? It would be excellent if a hands on session could be incorporated as the students would then be better able to understand what they have learnt. Is the talk suitable for the entire **cohort** at the same time or smaller groups?

The talk on the benefits of sports will also be useful for the students. The students usually **neglect** sports as a form of exercise as they feel that playing sports will require a lot of preparation that they will not have the time for. If the benefits of sports can be **extolled** to them, they will understand the importance of setting aside time for sports. Many of the students are aware of the need to lead a healthy lifestyle but the emphasis has been on eating healthily. Keeping active has mainly been in the form of exercise and not sports. It would be ideal if the students are able to learn more about how sports can help them to lead a healthy lifestyle with specific practical examples of what can be done.

Would it be possible to invite a sportsman or sportswoman to give a talk to the students? The sharing of how sports has shaped the life of a sportsperson, together with the satisfaction of having successfully mastered a skill can motivate the students to take sports more seriously. Currently, the students only take part in sport if they are **compelled** to such as during compulsory school events or if they are unable to occupy their leisure time with any other pursuits. I am certain a talk by someone who has succeeded in sports, will be an inspiration to the students.

Having these activities are especially important for our sports festival this year as we seek to provide a different experience for the students compared to the previous years. Besides having games and races, we aim to educate the students on the **theoretical** aspect of sports, to allow them to get a **holistic** view of sports.

Paragraph Topic

Paragraph 1

Introduction: Purpose of the email

Paragraph 2

The talk on how to avoid sports injuries

Paragraph 3

The talk on the benefits of sports

Paragraph 4

Invite a sportsperson to give a talk

Paragraph 5

Reasons for having the activities

Please let us know if Sports for Life will be able to provide the activities that we have **proposed** above. We would also like to find out the cost of the activities. We look forward to hearing from you.

Paragraph 6
Conclusion: Events after the email

Yours sincerely
Jenny Vickers
Head Prefect (Kingsley Secondary School)

Comments

The writer provides clearly and concisely in the introduction the purpose of the email as well as her position (on behalf of my school) in the writing of the email.

Vocabulary

1. **dehydration**: to lose too much water in the body
2. **prone**: likely
3. **extended**: longer period of time
4. **incorporated**: included
5. **cohort**: a group of people who have similar characteristics such as being of the same age, the same class, etc.
6. **neglect**: to fail to do something that one should have done
7. **extolled**: praised
8. **compelled**: forced
9. **theoretical**: referring to the ideas and theories and not the practical aspect
10. **holistic**: considering the whole and not the individual parts
11. **proposed**: suggested

Word Use

Specific words can be used to emphasise opinion. Here are some ways.

Use of adverbs of frequency

- The students usually neglect sports as a form of exercise as they feel that playing sports will require a lot of preparation that they will not have the time for.
'Usually' makes the opinion less strong than words like 'always'.

Use of quantifiers

- Many of the students are aware of the need to lead a healthy lifestyle but the emphasis has been on eating healthily.
Instead of 'all', 'many', 'almost all' or 'a lot of' can also be used.

Particular vocabulary

- Words that mean the same might not have the same intensity of feelings. For example, 'I dislike sports.' conveys a different meaning from 'I detest sports.'